
Discussion Leaders Guide Session Forklift and Moving Equipment

1. Preparation

- You will need a DVD player and a television.
- Review the **Tell**, **Ask** and **Review** portions of the Discussion Leaders Guide. You will be presenting the material in *italic* to the group during these sections.
- Preview the video before you show it.
- Ensure that everyone attending the training can easily see and hear the video.
- Print the handouts prior to the training.

Training Day

2. Introduce the Topic

Tell: *Today we are going to review the workplace hazards that come from working around moving equipment like a forklift. The training will include both a DVD presentation and discussion time. You may be asked questions during the discussion time.*

*Look at your handout titled **Hazards Identification***

Remember that hazards are conditions or actions that can cause injuries or illness.

When you work around moving equipment you not only have to do your job, but you have to keep an eye on what is going on around you. Accidents involving moving equipment and people can be avoided by understanding the unsafe actions that can lead to injuries.

While moving equipment includes cars, golf cars, tractors, order pickers and forklifts, we are going to spend our time reviewing the hazards related to working around forklifts. Many of the same hazards that are related to working around forklifts can be applied to other moving equipment.

A common mistake many people make when working around a forklift is assuming it will move and behave like a car. Forklifts are top heavy and are more likely to tip over. The steering controls the rear wheels, which mean it will swing wide when it turns. A loaded forklift can weigh as much as six times an average car. They do not travel on well-defined roads and are harder to stop than a car.

No one should ever drive a forklift that has not been trained and authorized. We have designated trained forklift operators. See your supervisor if you need to know more about who is authorized to operate our equipment.

Some of the common hazards related to working around moving equipment and specifically forklifts or order pickers are:

- *Thinking that the operator can stop in time or sees you, when you have not made eye contact.*
- *Operating equipment without a clear view of obstacles or people that may be in the way.*
- *Loads spilling or falling off the equipment.*
- *Failure by either equipment or people to stay in designated pathways.*
- *Operating equipment without proper training or authorization.*
- *Speeding or driving recklessly.*
- *Handling loads that are greater than the weight capacity of the equipment.*
- *Using the forklift to elevate workers who are standing on the forks.*
- *Failing to stop at blind corners and check for oncoming traffic.*
- *Walking or standing under raised forks.*
- *Failing to set the brake when parking or parked on an incline.*

Note: Use examples from your own workplace if available.

Let's start the DVD now.

3. Start the DVD

- Select your language choice
- Select scenario

4. The DVD has paused

5. Encourage discussion

ASK: *Why is this situation hazardous?
What hazards do you see in the video?
What should the worker do to prevent an accident from happening?
What can we do to reduce equipment hazards here?*

6. Restart the DVD

7. Review

Tell: *Eliminating accidents between moving equipment and people takes everyone, operators and non-operators knowing the hazards and avoiding them.*

*Look at you handout titled **Preventing**.*

You can help prevent accidents with moving equipment by:

- *Knowing what equipment is in your area and paying attention to what is going on around you. Some moving equipment moves quickly and can be very quiet.*
- *All moving equipment requires distance to stop. Do not walk in front of oncoming traffic. The operator may not be able to stop in time.*
- *Stay clear of moving equipment when it is backing up or turning, the movement can be fast and not in the direction you expect.*
- *Walk in designated walkways and crosswalks. Avoid shortcuts through traffic.*
- *Before stepping in front of any moving equipment make sure, you have made eye contact with the operator.*
- *Listen for horns, back up alarms or other warning devices.*
- *Looking both ways at corners and doorways.*
- *Moving Equipment is a valuable tool when used correctly. Never use it to hitch a ride or engage in horseplay.*

Keep your eyes on safety at all times when working around forklifts and other moving equipment. If you see someone operating a forklift or other piece of moving equipment in a way that seems dangerous, let your supervisor know. How you and others work around moving equipment can mean the difference between staying safe and going home injured or worse.

Note: Review of your company's pedestrian and forklift traffic pathways.

Are there any questions?

ADDITIONAL RESOURCES

Oregon OSHA requires all powered industrial truck operators (forklifts) receive training including classroom instruction, practical demonstrations and complete a performance or behind the wheel test. The training must cover particular topics related to forklift use, maintenance and safety. A complete forklift-training guide, including sample training materials can be found on the Oregon OSHA website www.orosha.org under publications.

Hazards Identification Forklift and Moving Equipment

To prevent accidents you must know how to identify hazards and what to do to correct or eliminate them.

Hazards = Conditions or actions that can cause injury or illness
Exposure = How close you are to the hazard

Common Hazards

- Thinking that the operator can stop in time or sees you, when you have not made eye contact.
- Operating equipment without a clear view of obstacles or people that may be in the way.
- Loads spilling or falling off the equipment.
- Failure by either equipment or people to stay in designated pathways.
- Operating equipment without proper training or authorization.
- Speeding or driving recklessly.
- Handling loads that are greater than the weight capacity of the equipment.
- Using the forklift to elevate workers who are standing on the forks.
- Failing to stop at blind corners and check for oncoming traffic or pedestrians.
- Walking or standing under raised forks.
- Failing to set the brake when parking or parking on an incline.

Preventing Forklift and Moving Equipment

Preventing yourself from being injured when working with or around forklifts and other moving equipment.

THINK...Ahead

- Know what equipment operates in your area. Pay attention to what is going on around you; some moving equipment moves quickly and can be very quiet.
- All moving equipment requires some distance to stop. Do not walk in front of oncoming traffic. The operator may not be able to stop in time.
- Stay clear of moving equipment when it is backing up or turning. The movement can be fast and may not be in the direction you expected.

ACT...Now

- Walk in designated walkways and crosswalks. Avoid short cuts through traffic.
- Before stepping in front of any moving equipment make sure you have made eye contact with the operator.
- Listen for horns back up alarms or other warning devices.

WATCH...Your Step

- Never operate a forklift or other heavy equipment unless you have been trained.
- Stop and look both ways at corners and doorways where equipment may be.
- Moving equipment is a valuable tool when used correctly. Never use it to hitch a ride or engage in horseplay.